

EDITED TASK LISTING

CLASSIFICATION: SENIOR HAZARDOUS MATERIALS SPECIALIST (TECHNICAL)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Conduct extremely complex and difficult scientific evaluations, investigations, or studies dealing with undefined issues or problems involving intense conflict between various stakeholders in order to develop policies and procedures for addressing regulatory compliance using departmental advisories/memos, local, state and federal laws and regulations, etc, as needed.
2.	Assume responsibility for a facility/institution for the most complex and sensitive scientific issues to comply with applicable laws and regulations using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as applicable.
3.	Develop scientific protocol, research studies and related programs to provide statewide technical assistance for compliance with applicable laws and regulations while protecting life, public health and safety, and the environment using departmental advisories/memos, local, state and federal laws and regulations, etc., as needed.
4.	Implement scientific protocol, research studies and related programs to provide statewide technical assistance for compliance with applicable laws and regulations while protecting life, public health and safety, and the environment using departmental advisories/memos, local, state, and federal laws and regulations, etc., as needed.
5.	Participate in various projects, studies, task forces, etc., to produce guidelines, policies, services, etc., using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
6.	Conduct hazard/site assessments at institutions/facilities to protect life, environment and property using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
7.	Develop scientific models for environmental/scientific evaluations and other highly complex processes/protocols, using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
8.	Investigate and develop resource recovery, waste reduction, and other alternative technologies and practices in order to preserve natural resources and comply with applicable laws and regulations using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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9.	Develop policies, advisories/memos, directives, programs, etc., to comply with applicable laws and regulations using local, state, and federal laws and regulations, etc., as required.
10.	Prepare project plans to alleviate the impact of the release of hazardous materials on the environment using departmental policies/advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
11.	Exercise initiative in anticipating complex and controversial new issues in environmental management and control in order to develop and recommend programs which addresses such issues using staff knowledge and expertise, departmental advisories/memos, local, state, and federal laws and regulations, etc., as needed.
12.	Provide research and/or high level scientific evaluations on highly controversial and complex projects concerning public health and environmental protection to produce reports, guidelines and/or recommendations using departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as needed.
13.	Develop and implement new environmental control methodologies and procedures for a safer work environment utilizing staff knowledge and expertise, departmental advisories/memos, local, state, and federal laws and regulations, etc., as applicable.
14.	Consult with environmental regulatory agencies to achieve compliance with applicable laws and regulations, Institution/Facility Hazardous Materials Management Plan (Business Plan), using online resources, personal communication methods, etc., as needed.
15.	Conduct peer review audit to ensure environmental compliance within the California Department of Corrections and Rehabilitation (CDCR) using Departmental Operations Manual (DOM), State Administrative Manual (SAM), departmental advisories/memos, local, state, and federal laws and regulations, environmental monitoring equipment, etc., as requested.

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16.	Develop staff training programs for hazardous materials/waste management, asbestos, lead and mold awareness, etc., to ensure staff proficiency and compliance with applicable laws and regulations using approved lesson plans and training aids, state laws and regulations, etc., as needed/required.
17.	Administer staff training programs for hazardous materials/waste management, asbestos, lead and mold awareness, etc., to ensure staff proficiency and compliance with applicable laws and regulations using approved lesson plans, state laws and regulations, etc., as needed/required.
18.	Ensure staff receives basic and refresher training from approved outside training providers to comply with applicable laws and regulations in order to maintain state certifications, as required.
19.	Participate as a trainer on hazardous materials and waste/health and safety topics to familiarize institution management and staff with general knowledge of hazardous materials awareness, health and safety issues/hazard communication using DOM, SAM, available training manuals, and applicable state and federal laws and regulations, as requested.
20.	Develop contracts scope of work to deliver environmental services using approved contract template, the Business Information System (BIS) and departmental budget, as needed.
21.	Implement contracts scope of work to deliver environmental services using the Business Information System (BIS) and departmental budget, as needed.
22.	Monitor contract's scope of work to ensure delivery of environmental services are met in compliance using the Business Information System (BIS) and departmental budget, as needed.
23.	Provide environmental expertise and consultancy in order to resolve issues having regulatory impact on CDCR programs/institutions using State and Federal regulations, professional expertise, DOM, SAM, etc., as requested.

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24.	Conduct site visits at facilities/institutions to determine issues of concern related to environmental management operations and to ensure staff are performing in compliance with applicable regulations and standards using DOM, SAM, departmental advisories/memos, local, state, and federal laws and regulations, etc., as needed.
25.	Review and maintain Material Safety Data Sheets (MSDS) and other documentation for record keeping purposes as required by applicable laws and regulations.
26.	Prepare and submit reports (e.g., Biennial Hazardous Waste Report, Exception Report, etc.) to State and federal agencies to maintain compliance with applicable laws and regulations using forms and processes, as required.
27.	Apply for and maintain permits to construct/operate all regulated site equipment using regulatory agency website and forms, as required by Air Pollution Control Districts (APCD).
28.	Calculate and file the Annual Air Toxic Emissions Report for the facility/institution to participate in the Basin Air Quality Management Plan using data from the facility and online electronic formats provided by the local agency, as required.
29.	Review and assess on-site Ground Water Monitoring Well Test Reports for toxic chemical contaminants prepared by engineering consulting firms, as needed.
30.	Ensure domestic and international hazardous waste shipping manifests are properly prepared and tracked for proper offsite treatment/disposal using State and Federal laws and regulations, as needed.
31.	Ensure proper storage, accumulation and removal of hazardous waste/universal waste in a timely manner to comply with applicable State and Federal laws and regulations, as required.
32.	Ensure ongoing medical monitoring requirements are met for the in-house abatement teams using medical contractors and the departmental budget, as required.

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33.	Ensure storm water management plan is implemented to avoid contaminants from entering the effluent storm water to the utility agency storm water catch basin pursuant to National Pollutants Discharge Elimination System (NPDES) permit conditions, as required.